

Overtime Request & Authorization

Larger Pay Period Sheet

Employee Name		Employee ID	Division, Section, Unit, etc.
Overtime Eligible <input type="checkbox"/> Yes <input type="checkbox"/> No	Union Represented <input type="checkbox"/> Yes <input type="checkbox"/> No	Indicate Contract	

Date	Time From	Time To	Estimated Hours	Actual Hours	Call Back, Holiday Compensation, Standby, Shift Differential WAC 357-28 Compensation	Purpose of Overtime Request
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[illegible][illegible]

I hereby certify under penalty of perjury that this is a true and correct claim for time incurred by me and that no payments have been received by me on account thereof.		<input type="checkbox"/> Pay <input type="checkbox"/> Compensatory time	
Date	Employee's Signature	Date	Funds Available - Fiscal Authority
Date	Authorized For Overtime – Supervisor	Date	Authorized For Overtime Payment – Supervisor

The Public Records Act, RCW 42.17.250, et. seq. requires disclosure of public records unless they are exempt. If requested, non-exempt public records in the possession of the Department of Personnel will be released. Exempt records will be withheld from public disclosure or exempt portions of records will be redacted from records prior to release.